

**DOCUMENT NAME: Reserve Orders "Payroll"
Initial Active Duty for Training
IADT**

DOCUMENT TYPE: 71

Description: Covers pay and allowances for reservists undergoing initial active duty for training in the RP, RK Phase I, RK Phase II, and RY programs.

- 1. Primary Forms:** CG-5131, Standard Travel Order for Military Personnel
- 2. Related Forms:** (1) CG-3453, Request For Reserve Orders
(2) DD-1351-2, Travel Voucher or Sub-voucher
(3) Unit Travel System (UTS) electronic filing process
- 3. Document Number:** Standard Numbers –
 1. Recruiting office assigns for Basic Training.
 2. G-EPM assigns for RP "A" Schools.
 3. G-WTR-1 assigns for RK-II "A" Schools.

SAMPLE: 71YY27YP1011L000
11YYG8YPAR123000

Note: When multiple lines with the same document number are used, a different suffix is required for each document number starting with 000. The Program Element field (positions 9 and 10) in the document number usually is the same as the first two digits of the Program Element in the accounting line as shown below.

Document Type	FY Funded	Procurement Site Code	FY Contract Originated	Region	Program Element	Document Sequence	Suffix
71	YY	27	Y	P	10	11L	000
71	YY	27	Y	P	10	11L	001
11	YY	G8	Y	P	AR	123	000

4. Accounting Line:

SAMPLE: 2/P/Y01/299/10/0/10/78050/117H	for Enlisted Pay Entitlements
2/P/Y01/299/10/0/10/78050/122R	For Enlisted FICA
2/P/Y01/199/56/0/AR/78095/2156	Training Travel for Basic Training
2/P/Y01/199/56/0/A7/78095/2156	Training Travel for "A" School

Note: (1) YY – Denotes first 2 digits of fiscal year. Y - Denotes last digit of fiscal year.
(2) Ensure a document type 14 is issued if a GTR/GTA is issued.

- 5. FINCEN Critical Processing Requirements:** Ensure member's full name and SSN are on all documentation.

6. FPD Information:

- a. Standard generic input for the travel obligation only is made through the Miscellaneous Obligation Applet.
- b. Only the travel obligation should be transmitted electronically via FPD. A copy of this document is NOT to be mailed to FINCEN if the obligation is transmitted via FPD.

7. Document Flow:

- a. Orders for all reservists undergoing Initial Active Duty for Training (IADT) at TRACEN Cape May will be initiated by the local recruiting office. Travel costs to TRACEN Cape May will be borne by the AFC-56/0/AR training account. Copies are forwarded to the Reserve member and TRACEN Cape May.
- b. Upon reporting, TRACEN Cape May Reserve (pru) initiates the pay action.
- c. For RP's continuing on to guaranteed "A" School, G-EPM initiates travel TONO's and accounting data from the AFC-56/0/A7 account.
- d. For RK-Phase II going to "A" School the second summer, G-WTR-1 initiates travel TONO's and payroll accounting data from the AFC-56/0/A7 account. Use document type 11 for travel.
- e. For RY's continuing on to OJT site, travel TONO's are initiated by recruiting office on original orders from the 56/0/AR account. Use document type 13 for multiple travel.
- f. The FINCEN records the travel obligation and payment.

8. Sample Forms: See Figure 12H-4.**9. PES Report:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
11YYG8YPAR123000	051	YY025FC44	78095	2156	0.00	191.25	0.00	0.00
11YYG8YPAR123000	136	YY061FHK0	78095	2156	0.00	191.25-	0.00	191.25

NOTE: (1) YY - Denotes last 2 digits of fiscal year. Y - Denotes last digit of fiscal year.
 (2) Pay and allowances will not appear on a PES Report.

10. References:

- a. COMDTINST M1001.28, Reserve Policy Manual
- b. HRSICINST M1000.2A, Personnel and Pay Procedures Manual
- c. 10 U.S.C. 123001(D) and 14 U.S.C. 712
- d. COMDTINST M1100.2D, Recruiting Manual

Department of Homeland Security U.S. Coast Guard Direct Access	STANDARD TRAVEL ORDER					MM/DD/YYYY
99999999 0 SEAMAN, Michael R. 000364 CG RUITOFF CHARLOTTE	SA	M	Seq: 1043583			NC
Period of Travel: MM/DD/YYYY MM/DD/YYYY Blanket Orders:						Transfer RSV

For Medical Travel:	Remain Overnight (RON): 0 days at
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Primary Mode of Travel: Air Govt. Credit Card Holder	
Commercial Carrier (Own expense, subj to reimbursement)	
<input checked="" type="checkbox"/> Government Procured Transportation	
Authorized Private Owned Conveyance (POC)	\$0

Direct Access Centrally Scheduled Training:						
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Report To:	Nature	Duty	Duty Type	From	To	Revisit
006150 CG TRACEN CAPE MAY		Duty	IADT	MM/DD/YYYY	MM/DD/YYYY	
77 66104 CAPE MAY NJ	USA ()	-	Position:			
Per Diem Rate (estimated): CAPE MAY						
Authorized Rental Car:	<input type="checkbox"/> Upgrade:	Lodging:	\$	M&IE:	\$	
Quarters: Gov						
Messing: Government Rate Messing Directed to:						
Auth. Local Travel (taxi, bus, etc.): <input type="checkbox"/>						

Accounting:	Travel Order No	Acct String	Agency Reg	Approp	Lim	Fund	Lvl	Pg	Elm	Cost Ctr	Obj Cl	Estimate
	710Y27YP1011L000	2PY012991001078050117H	2	P	Y01	299	10	0	10	78050	117H	\$9,493.14
	710Y27YP1011L001	2PY012991001078050122R	2	P	Y01	299	10	0	10	78050	122R	\$726.23

Remarks/Comments/Additional Instructions	
USCG TRAINING CENTER, CAPE MAY, NJ	BASIC TRAINING 1200 DD/MM/YYYY
USCG TRAINING CENTER, PETALUMA, CA	CLASS "A" SCHOOL 1200 DD/MM/YYYY
USCG UNIT ANYWHERE	ON THE JOB TRAINING (OJT)

EXAMPLES FOR ACCOUNTING STRINGS ABOVE

RESERVE CLASSIFICATION: RP, RK-PHASE I, RK-PHASE II, RY

FOR RP'S TRAVEL TO BASIC TRAINING USE:
2/P/Y01/199/56/0/AR/78095/2156

FOR RP'S TRAVEL TO BASIC TRAINING USE:
2/P/Y01/199/56/0/A7/78095/2156

FOR RK-PHASE I Travel USE:
2/P/Y01/199/56/0/AR/78095/2156

FOR RK-PHASE II TRAVEL TO ("A" SCHOOL) USE:
2/P/Y01/199/56/0/A7/78095/2156

FOR RY TRAVEL TO BASIC TRAINING AND OJT LOCATION USE:
2/P/Y01/199/56/0/AR/78095/2156

Except as noted orders are authorized and directed. Proceed and report to the places and in the order listed. Deviations should not be made without prior written or verbal orders from proper authority.			
SKC MICHAEL ARMISTAD	MICHAEL SEAMAN		
Official's Signature	Traveler's Signature		
Date	Date		

Figure 12H-4 CG-5131, Reserve IADT Order